

7/1/2025

Karl Rockwell, P.E.  
City of Douglas, Water  
425 E 10<sup>th</sup> Street  
Douglas, Arizona 85607

Re: Scope and Fee for Professional Services for  
Geronimo 16" Waterline - Airport Road to 5MG Reservoir  
Douglas, Arizona

Dear Mr. Rockwell:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this proposal to the City of Douglas ("Client") for providing engineering services for the installation of approximately 5,800 linear feet of new 16-inch diameter waterline to replace the existing 16-inch diameter waterline along Geronimo Trail from Airport Road to 5MG Reservoir in the vicinity of Douglas Municipal Airport.

## **DETAILED SCOPE OF WORK**

### **Task 1 – Project Management**

Kimley-Horn will provide project oversight including monthly invoicing, project coordination of staff working on the project and quality control of each deliverable.

- Kick-Off Meeting—The consultant will facilitate a kick-off meeting with City of Douglas staff to understand design parameters, discuss design constraints, confirm connection and services, and complete field services to support the final alignment of the waterline.

Deliverables:

- Meeting Notes
- Monthly Invoices

### **Task 2 - Preliminary Design**

A 30% preliminary design will be completed under this task. The 30% preliminary design will include a proposed horizontal alignment will be served as the basis of design and reviewed in a virtual teams meeting before proceeding with 60% design.

- CONSULTANT will collect publicly available data on existing utilities, property owners, and infrastructure along the proposed route.
- CLIENT will provide as-builts for the existing water line, connections at the reservoir and for any utility crossings.

Deliverables:

- 30% Preliminary Design (Horizontal Alignment) (PDF)

## Task 3 - Design Services

CONSULTANT shall prepare design plans for the proposed waterline alignment. Drawings will use a 1" = 40' scale, and an approximate total of 5,800 LF of pipeline will be designed. Design will follow the latest version of the Maricopa Association of Governments (MAG) Standard Specifications and Details. City of Douglas to provide a sample plan set for this project, which will be the basis of the design plans, otherwise MAG will be followed.

CONSULTANT will facilitate virtual design review meetings for each set of deliverables. Deliverables will be provided at least one week in advance of the review meeting.

### Deliverables:

- 60% Design Drawings and OPCC (PDF)
- 90% Design Drawings and OPCC (PDF)
- 100% (Final Stamped) Design Drawings (PDF) and OPCC (PDF) 1 Round of Revisions

### Assumptions:

- CONSULTANT will show approximate locations of new meters and service connections (if needed). However, actual locations will be field coordinated with City of Douglas, the construction inspector and the Contractor.
- CONSULTANT will conduct up to 1 site visit during the design phase as necessary to confirm field details

## Design Drawings

The design package will include the following sheets:

- |  |          |
|--|----------|
| • Cover Sheet (Site Plan, and Sheet Index)                 | 1 Sheet  |
| • General Notes (Includes General Notes List of Utilities) | 1 Sheet  |
| • Legends and abbreviations                                | 1 Sheet  |
| • Design Drawings  | 8 Sheets |
| • Tie-in Details   | 1 Sheet  |
| • Details (as needed)                                      | 1 Sheet  |
| • Survey Control   | 1 Sheet  |

CONSULTANT shall prepare 60%, 90%, and 100% (Final Stamped) Design Deliverables. CONSULTANT will provide drawings to non-agency stakeholders for review and will incorporate comments into the subsequent package as noted in this task. The list of pertinent stakeholders will be provided by City of Douglas. Comments from City of Douglas staff will also be incorporated at each stage. The final stamped drawings will be finalized based upon comments and redlines received from review of the 90% submittal.

## Opinion of Probable Construction Cost (OPCC)

CONSULTANT will provide an OPCC at the 60%, 90% and 100% stages.

### Assumptions:

- The City of Douglas will provide current bid item numbers, as available, for use in the preparation of the bid tabulation and cost estimate.
- MAG Specifications will be used for this project, if there are preferences not included in these specifications, notes will be added to the plan set

## **Task 4 - Utility Coordination & Survey**

### **Utility Coordination**

CONSULTANT will conduct coordination with utility companies and development services. CONSULTANT will contact AZ811 to obtain a list of all utility providers within the project area. CONSULTANT will contact utility agencies to obtain utility mapping information, which will be used to incorporate existing and proposed utility facilities into the construction plans. Existing utilities shall be shown in plan and profile based on the best available data. CONSULTANT will notify and coordinate with the utilities in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide. CONSULTANT will maintain a log of utilities and their respective comments for tracking purposes.

CONSULTANT will submit the plans to each utility owner for a utility conflict review. Delays in Stakeholder review may delay final deliverables. Utilities will have 2 weeks from submittal to review design plans and provide comments. The plans will be revised to resolve identified utility conflicts. If comments are not provided within the timeframe estimated, the comments will be incorporated during the next design submittal. The final, stamped design plans will be provided to each utility owner; however, any issues, changes, or conflicts will need to be addressed during construction and captured in the record drawings. CONSULTANT will track the submittal to each utility provider and their respective responses.

### **Survey**

The City of Douglas will have a detailed drone survey completed and the information will be provided to Kimley-Horn to review for accuracy and evaluate for further survey needs. This information will be used to generate the survey control sheets.

Assumptions:

- The City of Douglas will provide right-of-way (ROW) clearance efforts.
- Survey will be provided by the City.

## **Task 5 - Post Design Services**

### **Bid Phase Assistance**

CONSULTANT will prepare a bid schedule with 100% (Final Stamped) Design Deliverables.

### **Permitting Assistance**

An Approval to Construct (ATC) form and Approval of Construction (AOC) will be prepared for this project. The City of Douglas shall pay the permit fees for ATC and AOC.

### **Shop Drawing Review and RFI Support**

CONSULTANT will include standard shop drawing review as needed and Request For Information (RFI) support in coordination with the Contractor to ensure material and construction remains in accordance with the approved Plans and Specifications. Shop Drawings (if any) and RFI logs will be maintained by CONSULTANT and copies for review and as approved information will be maintained, with copies provided to City of Douglas staff.

**Assumptions:**

- CONSULTANT assistance with permitting will be limited to the ATC/AOC.
- CONSULTANT has anticipated the review of maximum six (6) submittals and five (5) requests for information during the construction phase of the project.
- This task does not include construction administration or special inspection.
- The Client shall be responsible for the payment of permitting fees.

## **Task 6 - Record Drawings**

CONSULTANT shall prepare record drawings to document changes to the original design that were captured during field installation. Field inspectors shall document any changes and provide a set of redlines to be used for record drawings within two weeks of substantial completion. The Record Drawings shall be prepared from the redlines.

**Deliverables:**

- Stamped Record Drawings (PDF)

**Assumptions:**

- City of Douglas will provide CONSULTANT with the signed cover sheet of the plan set after it has been approved for record drawing purposes.
- It is anticipated that one (1) sets of redlines will be used for the Record Drawings – if there are multiple sets, they should be compiled for as-building purposes.

## **Task 7 – Phase 1 Environmental Site Assessment (ESA)**

Kimley-Horn's scope of services for conducting the Phase I ESA consists of the tasks set forth below. The following tasks refer to only that information that is defined as reasonably ascertainable (ASTM E 1527-21, 6.2.1).

This task consists of the following:

- *Record Search* – An environmental database search will be prepared encompassing the minimum search distances listed in ASTM E1527-21, 8.2.1. This report will be reviewed for known and suspect contaminated sites. Where available, local environmental agency, and other local governmental authority files, as defined in ASTM E 1527-21, 8.2.2 may be reviewed, if the Environmental Professional (EP) determines the files to be reasonably ascertainable and relevant to the successful completion of the Phase I ESA.

- *Environmental Liens/Activity Use Limitations (AULs)* – As part of the record search, Kimley-Horn will also review an environmental lien/AUL search report for records pertaining to the subject property.
- *IC/EC Registries* – Kimley-Horn will review readily available databases on institutional and engineering (IC/EC) controls and Activity Use Limitations (AULs).
- *Aerial Photograph Review* – Kimley-Horn will retrieve and examine readily available historical aerial photographs of the site and the surrounding vicinity. Aerial photographs will be researched to the earliest date that is reasonably obtainable.
- *Review of Local City Directories and Historical Maps* - Kimley-Horn will obtain and review readily available historical city directories, fire insurance maps, and historical topographic maps.
- *Other Historical Sources* - Should Kimley-Horn determine that other non-traditional sources may provide information relevant to the completion of the Phase I ESA, these sources will be reviewed and documented.
- *Tier 1 Vapor Encroachment Screening (VES)* – Based on the records reviewed, Kimley-Horn will perform a Tier 1 VES as defined in ASTM E2600-101, with the purpose of identifying if a Vapor Encroachment Condition (VEC) exists in association with the subject property.

Kimley-Horn will conduct a site reconnaissance consistent with ASTM E 1527-21, 9, which will consist of the following:

- Observations of exterior site conditions
- Observations of interior site conditions
- Determination of current use of the property
- Determination of current use of the adjoining properties
- Identify evidence of past use of property
- Identify evidence of past use of adjoining properties
- Identification of the following visually or physically accessible items:
  - Hazardous substances and petroleum products
  - Storage tanks
  - Odors, pools of liquid, drums
  - HVAC system power/fuel source
  - Containers of known /and unknown substances
  - Possible Polychlorinated Biphenyls (PCBs)
  - Stains and corrosion on floors, walls, and ceilings
  - Drains and sumps
  - Pits, ponds, or lagoons
  - Distressed vegetation
  - Stained soil or pavement
  - Solid waste
  - Wastewater
  - Wells
  - Septic systems

The Phase I ESA Site Reconnaissance will be non-invasive. Kimley-Horn will not collect or analyze any samples. Kimley-Horn assumes that we will be allowed appropriate access to all areas of the site and that the site reconnaissance shall be conducted as a single event. Should an additional site reconnaissance be required due to access limitations, the additional site reconnaissance shall be considered additional services.



Consistent with ASTM E 1527-21, 10.5.2.3 and 10.5.4, Kimley-Horn will make a reasonable attempt to conduct the following interviews:

Kimley-Horn will attempt to interview current and past owners, operators and occupants of the property that have or are likely to have material information regarding uses, physical characteristics, and the potential for recognized environmental conditions (RECs) at the subject property consistent with ASTM E 1527-21 sections 10.5.1, 10.5.2, 10.5.2.1, 10.5.2.2, and 10.5.4.

- In the case of abandoned properties as defined in ASTM E 1527-21, 3.2.1, where there is evidence of uncontrolled access or unauthorized uses, Kimley-Horn will attempt to interview current neighboring or nearby property owners (ASTM E 1527-21, 10.5.5).
- Kimley-Horn will attempt to interview one or more of the following state or local agencies:
  - Local fire department
  - Local health agency
  - Local environmental regulatory agency

Kimley-Horn will perform client specific requirements for Phase I ESAs upon request. An additional fee will be required if the scope of the specific requirements lies outside the ASTM 1527-21 standard practice.

#### Deliverables:

- Summary report of the results of the Phase I ESA as outlined in Appendix X4 of ASTM E 1527-21. Kimley-Horn will provide the report to the Client in electronic format (portable document format).

#### Assumptions:

The following information shall be provided by the Client, the accuracy of which Kimley-Horn will be entitled to rely upon. *This information is necessary for the Client (or prospective purchaser) to meet the requirements of the Landowner Liability Protections (LLPs) (ASTM E 1527-21, 1.1 and 3.2.49) and for Kimley-Horn to conduct the Phase I ESA consistent with ASTM E 1527-21. This information is required prior to the site reconnaissance.*

- A completed ASTM User Questionnaire
- Copy of the chain of title documentation and/or judicial records pertaining to environmental liens and AULs, along with a summary of actual knowledge of the Client of AULs or environmental liens.
- If applicable, reason for significant reduction in purchase price of the subject property
- Any specialized knowledge and/or experience relating to RECs in connection with the subject and adjacent properties
- All environmental reports available for the property
- Commonly known or reasonably ascertainable information that the Client is aware of relevant to RECs associated with the property

Other information that is required by Kimley-Horn for completion of the Phase I but not for application to the LLPs is as follows:

- Access to the site
- Property owner and operator contact names and telephone numbers
- Site plans showing property boundaries and improvements

- List of tenants

## SERVICES NOT INCLUDED

Any other services, including but not limited to the following, are not included in this Agreement but can be added through a contract modification or on a cost-plus basis as outlined in Additional Services below. It is assumed that the CLIENT staff will provide the CONSULTANT with existing utility information and other related data currently maintained.

- Hydraulic Pipeline Modeling
- Treatment and Process Modeling
- Water Flow Monitoring/Measurement
- Water Master Planning
- Public Outreach and Communication
- Geotechnical Investigation
- Survey/Potholes

## SCHEDULE

CONSULTANT will work with City of Douglas to set deadlines for the various tasks. Sealed design plans will be complete by April 1, 2026 to comply with grant funding requirements. Post design services may extend past this June deadline.

## FEE PROPOSAL

This work will be completed on a time and materials basis.

Task	Task Description	Cost
1	Project Management	\$21,765
2	Preliminary Design	\$17,000
3	Design Services	
	60% Design Drawings	\$39,045
	90% Design Drawings	\$28,240
	100% Design Drawings	\$19,200
4	Utility Coordination & Survey	\$20,250
5	Post Design Services	\$6,400
6	Record Drawings	\$9,600
7	Phase 1 ESA	\$10,000
	<b>Total</b>	<b>\$171,500</b>

Sincerely,



Erin Lansey  
Sr. Project Manager